CUT COPY & PASTE COMMANDS

- Step 1 - Properly select the data you wish to cut or copy by highlighting the text, image or file.

- Step 2 – Choose a method to execute the Cut or Copy command. See below. The data is automatically placed on a clipboard and remains until it is overwritten by another Cut or Copy command.

FUNCTION	MENU BAR Home Tab	MOUSE Right Click	KEYBOARD Multi-button
CUT	✂ Cut	Right Click Select Cut	Ctrl X
COPY	📋 Copy	Right Click Select Copy	Ctrl C
PASTE	📋 Paste	Right Click Select Paste	Ctrl V

- Step 3 – Place your cursor to where the data needs to be placed and choose a method to execute the Paste command. See above. Once you paste that data, it is not removed from the clipboard, and can be pasted over and over as many times.